



Multi-Entity Tax Auditor  
Unclassified CC  
\$56,263.81- \$74,639.02

#### SCOPE OF WORK:

To conduct examinations of tax returns filed for the various taxes administered by the Department of Revenue Administration, at the taxpayer's place of business. Performing examinations requires an understanding of NH Tax Law, the Internal Revenue Code and Regulation, court decisions in the area of federal and state taxation, generally accepted accounting principles and any specialized industry practices and procedures. The field portion of the examination is the only time when a proper analysis of voluminous factual information can be prepared to determine a taxpayer's compliance with New Hampshire tax laws.

#### Responsibilities:

Plans, administers, and conducts audits of national and multinational taxpayers at their corporate headquarters. Depending on the specific position, travel throughout the US and Canada may be required.

Assigns and evaluates work assignments of junior auditors on complex cases or team audits.

Presents the agency's position during the conduct of formal or informal hearings when taxpayers contest the results of audits.

Applies state tax laws pertaining to the administration of New Hampshire taxes.

Develops audit methods with appropriate revisions due to amendments of state and federal laws.  
Makes independent travel arrangement for the conduct of the field audit.

Certain positions may be required to commit to travel a minimum of twelve weeks a year.

Maintains strict adherence to the departmental laws and regulations pertaining to confidentiality of all tax information obtained from records, files, tax returns, and departmental investigations. Instructs division personnel in the confidentiality requirements of the various tax laws administered by the department.

#### MINIMUM QUALIFICATIONS

**EDUCATION:** Bachelor's degree from a recognized college or university with a major study in accounting, finance, business management or related field. Masters degree in related field or professional license in a related field preferred.

**EXPERIENCE:** At least 3 years experience in accounting or auditing work associated with tax preparation, planning or administration. Work experience demonstrating personnel supervisory skills and comprehensive tax and problem solving ability preferred.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with this application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency.

For further information regarding this position, please contact Kathryn Stillings, Human Resources Coordinator, Department of Revenue Administration (603) 230-5015 or [Kathryn.Stillings@dra.nh.gov](mailto:Kathryn.Stillings@dra.nh.gov)

Candidates must apply through the online recruitment system located at:  
<http://admin.state.nh.us/hr/employment.html>

Click on Employment Opportunities list for non state employees and register to create your online application.